

May 2003

CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY

INTEGRATED WASTE MANAGEMENT BOARD

**LOCAL GOVERNMENT PUBLIC EDUCATION AND AMNESTY
DAY GRANT PROGRAM FY 2003/2004
APPLICATION**

Available to: Cities, Counties, City and County, Special Districts or Political Subdivisions, and Qualifying California Indian Tribes.

Applications must be postmarked or marked by a commercial carrier by Friday, August 8, 2003. Hand delivered, Late, Faxed or E-mailed applications will not be accepted.

**Maximum Points: 100
Applicants Must Score 70% (70 of 100 Points)
To Be Considered For Funding**

**Waste Tire and Playground Grants Hotline Number
(916) 341-6441**

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**LOCAL GOVERNMENT PUBLIC EDUCATION AND AMNESTY DAY
GRANT PROGRAM
APPLICATION COVER SHEET**

APPLICANT INFORMATION

Name:

Mailing Address:

City:

County:

Zip Code:

Name and Location of Project:

Primary Contact/Title:

E-mail Address:

Telephone Number:

Fax Number:

Secondary Contact/Title:

E-mail Address:

Telephone Number:

Fax Number:

Legislative District Numbers: Assembly:

Senate:

Federal Tax Identification Number:

If a consultant completed the application, provide the following information:

Consultant Name:

Company Name and Address:

Phone:

Applicant Type: (circle one)

Funding Information:

City County City and County Special Districts
Political Subdivisions
Qualifying California Indian Tribe
Other: _____

Grant Funds
Requested (No Match
is required)

\$

Provide a concise project summary below: What, When, How, and Why – limit five (5) sentences

Certification: I declare, under penalty of perjury, according to the laws of the State of California, that all information submitted for CIWMB's consideration for allocation of grant funds is true and accurate to the best of my knowledge.

Signature of person as authorized in the resolution: _____ Date: _____

Type or print name and title: _____



_____ Applicant will comply with the principles of Environmental Justice as described on the back of this cover page (please check the box and initial).

Environmental Justice

Public entities that receive grant funding from CIWMB for this grant program must comply with the following principles of Environmental Justice. Environmental Justice is defined in Government Code Section 65040.12(e) as: "...the fair treatment of people of all races, cultures, and incomes with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations, and policies."
Senate Bill 115 (Solis, Statutes of 1999, Chapter 690) broadly requires all California Environmental Protection Agency boards, departments, and offices to conduct their "programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, cultures, and income levels, including minority populations and low-income populations of the state."

GENERAL CHECKLIST OF BUSINESS PERMITS, LICENSES AND FILINGS^(a)

PLEASE CHECK THE APPROPRIATE BOX FOR EACH PERMIT/LICENSE/FILING (DO NOT attach or include copies of the permits/licenses/filings. KEEP all permits/licenses/filings available for audit.)

Applicant/Grantee has this current valid Permit/License/Filing			
Applicant/Grantee will obtain and/or modify this Permit/License/Filing			
This Permit/License/Filing is not applicable for the business or the proposed project. Insert "N/A" in each applicable green box.			
N/A		LOCAL GENERAL BUSINESS	REGULATOR OR ISSUER
		Land Use Permit/Zoning Clearance/Conditional Use Permit	City or County if unincorporated area
		Building Construction Permit	City or County
		Business License (not required for unincorporated county areas)	City
		Fictitious Business Name Filing	County
		Permit By Rule (PBR) for Permanent HHW Facilities or Temporary Collection Events	City, County or Cal/EPA-DTSC
		ABOP Notification	CUPA or Cal/EPA-DTSC
		Waste Tire Facilities Permit	Cal/EPA - CIWMB
		Waste and Used Tire Hauler Registration	Cal/EPA - CIWMB
		Hazardous Waste Haulers Permit	Cal/EPA - DTSC
		Waste Hauler Permit	City or County
		STATE PERMITS AND FILINGS	
		Solid Waste Facilities Permit	Cal/EPA - CIWMB
		State EPA Identification Number	Cal/EPA - DTSC
		Industrial Activities Storm Water General Permit	Cal/EPA - WRCB
		Waste Discharge Requirements	Cal/EPA - WRCB
		Corporate, Company or Partnership Filings	Ca. Secretary of State
		Authority to Construct/Permit to Operate	Air Quality Management District
		Non-Profit Organization 501 (C) (3)	Secretary of State
		Prop. 65 Safe Drinking Water & Toxic Enforcement Act	State Health & Safety Code 25249.10
		FEDERAL PERMITS AND FILINGS	
		US EPA Identification Number	US EPA
		US EPA - NPDES and/or NSR Permits	US EPA
		OTHER PERMITS	

^(a) This list is not intended to be all-inclusive. Grant applicant may indicate additional information for other critical permits/licenses/filings not listed above.

NOTES:

GENERAL CHECKLIST OF BUSINESS PERMITS, LICENSES AND FILINGS^(a)

PUBLIC ENTITY CERTIFICATION: I declare under penalty of perjury under the laws of the State of California that the proposed grantee: 1) has or will comply with all applicable state, federal, and local laws, ordinances, regulations, license and permit requirements necessary for the proper performance of this grant; and 2) where compliance has not been met, have attached a letter describing what has been done to achieve full compliance.

Executed at _____ on _____
City and State Date

Grant Applicant / Authorized Signatory Name and Title (print)

Signature of Grant Applicant / Authorized Signatory

Note: Falsification under penalty of perjury may result in criminal and civil penalties. In addition, pursuant to the terms of the grant agreement, any misrepresentations in the above certification shall constitute a breach of contract that could result in non-payment of grant funds to the grantee; relinquishment by the grantee of funds previously paid; termination of the grant; and/or placing the grantee on the Board's Unreliable Contractors List.

Grant Applicant: _____

The application is self-explanatory and contains instructions. The Appendices section provides a sample Budget Itemization Form; a sample Work Plan; a sample Recycled-Content Purchasing Policy; a list of term and word definitions; a grant application checklist; amnesty day top sheet; and scoring criteria. A completed application should include answers to all thirteen (13) criteria as well as the following completed forms: Work Plan; Budget Itemization; Summary of Current and Previous Grant Awards; and a Resolution, Joint Power Authority (JPA), agreement or Memorandum of Understanding (MOU). To assist you, a sample application that includes some of our previous applicants' best responses has been posted on CIWMB's website at: www.ciwmb.ca.gov/Tires/Grants/Amnesty

GENERAL CRITERIA NEED

(Criterion #1 – 20 points)

The grant application must clearly describe and demonstrate why the project should be funded (e.g. benefits, end results, etc.)

(10 pts.) Describe your project, why your organization needs this grant, and how your organization would benefit from the grant. Describe and document your need, and support the existence of the project need with data from surveys, maintenance and safety reports, studies, estimated number of tires that your project will collect, etc.

(5 pts.) Address the overall environmental and health and safety need locally and regionally for this project. (e.g., clean-up of environmental hazards, decrease risk to public health and safety, increase efficiency, conservation of natural resources, usage by the public, environmental education, etc.)

Grant Applicant: _____

(5 pts.) Describe the impact on the community if funding is not received. Describe relevant past grants received from the California Integrated Waste Management Board and any relation ship to this proposal. (NOTE: Grants must also be listed in summary form on page 13.)

**GENERAL CRITERIA
GOALS AND OBJECTIVES
(Criterion #2 – 5 points)**

Goals and objectives must describe what you wish to accomplish by completing this grant project. The goals should reflect what you wish to accomplish, the related objectives show how you will achieve the goals and should be specific, measurable, relevant to the project, and time-limited. Please read the definitions for goals and objectives in the Appendices, Appendix D.

(3 pts.) What are the goals and objectives of the project? Tie to business/public goals and objectives.

Sample Format:

Goal1 –
Objective 1 –
Objective 2 –
Objective 3 –

Goal 2 –
Objective 1 –
Objective 2 –
Objective 3 –

Goal 3 –
Objective 1 –
Objective 2 –
Objective 3 –

(2 pts.) How was identified need as described in Criterion #1 determined for this project? For example: community workshops, planning sessions, user input, surveys, etc.

Grant Applicant: _____

**GENERAL CRITERIA
WORK PLAN
(Criterion #3 – 5 points)**

Provide a specific list of all tasks (activities) that will lead to the completion of your project.

(2 pts.) Describe your Work Plan. What activities, steps or tasks (activities) will you take to implement your Work Plan? Explain how you can complete this grant program within the specified term of the grant. Identify staff and their role in the project.

(See following page for required outline.)

LOCAL GOVERNMENT WASTE TIRE PUBLIC EDUCATION AND AMNESTY DAY GRANT PROGRAM WORK PLAN (3 pts)

The Work Plan is a part of Criterion #3 and the task numbers and budgeted amounts must match your Budget Itemization Form.
If additional space is needed, the Work Plan form may be reproduced as necessary.

Task #	Task Description	Budget	Product or Results	Staff/Contractor	Time Period
	Pre-Event Planning Phase				
	Education Materials Phase				
	Amnesty Day Event Phase (Hint: In one of the above phases, you must include public outreach information.)				

**GENERAL CRITERIA
EVALUATION
(Criterion #4 – 5 points)**

Measure the outcome of the applicants project.

(2 pts.) How will you evaluate and measure the interim progress and final outcome of your project? Provide details on how you will measure the success of the project.

(1 pt.) If you encounter any challenges, how will you confront your challenges? Describe how you will overcome the challenges.

(2 pt.) Describe any evaluation reports that will illustrate the success of the project. (Who will receive the report? What information will it contain?)

List staff responsible for the project evaluation and evaluation reports:

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Grant Applicant: _____

**GENERAL CRITERIA
BUDGET ITEMIZATION FORM
(Criterion #5 – 10 points)**

Pre-Event Planning Phase

(See Appendix B – Budget Sample)

Task #	Item	Description (detailed)	Grant \$
	personnel	\$ /hr. X Hours; Activity	
	bid advertising	\$ /hr. X Hours; Activity	
	materials & supplies		
	consultants/contractors	\$ /hr. X Hours; Activity	
	Other		
Task 1 Total			

Education Materials Phase

Task #	Item	Description (detailed)	Grant \$
	personnel	\$ /hr. X Hours; Activity	
	materials & supplies		
	consultants/contractors	\$ /hr. X Hours; Activity	
	Other		
Task 2 Total:			
Task #	Item	Description (detailed)	Grant \$
	personnel	\$ /hr. X Hours; Activity	
	equipment		
	Public education materials/signage		
	consultant/contractor	\$ /hr. X Hours; Activity	
	Other		
Task 3 Total:			

Budget Form continued on next page.

Grant Applicant: _____

Amnesty Day Event Phase

Task #	Item	Description (detailed)	Grant \$
	personnel	\$ /hr. X Hours; Activity	
	materials & supplies		
	advertising		
	other		
		Task 4 Total:	
Total Project Cost			\$

- *The tasks and corresponding dollar figures in the Budget Itemization Form and the Work Plan Form must match.*
- *Attach quotes and/or estimates to verify reasonable costs.*
- *Round all amounts to the nearest whole dollar.*
- *Check the accuracy of your calculations!!!*
- *This form may be reproduced and enlarged as necessary.*

Grant Applicant: _____

GENERAL CRITERIA
COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC.
(Criterion #6 – 5 points)

Completeness (2 Pts.)

Applicant must submit:

- ☐ A completed and signed original and three (3) copies of the application; the original and three (3) copies must be marked as “original” and “copy”.
- ☐ Application must be signed by the person whose title is designated in the resolution, JPA, or MOU.
- ☐ Original and three (3) copies must be double-sided and printed on recycled-content paper, and fastened in the upper left-hand corner (do not bind).
- ☐ Application must include an approved resolution or a resolution timeline (see sample resolution) or a Joint Powers Authority agreement or Memorandum of Understanding (if applicable).

Letters of Support (1 Pt.)

Application packet includes at least three (3) letters of support for the project.

For the purposes of this requirement, provide letters of support and/or commitment for your grant from local government (employees/officials), Board members, Board of Supervisors, etc., from entities other than your agency.

All letters of support must be submitted with your application packet.

Do not send letters to CIWMB separately.

Experience (2 Pts.)

Address the ability of the applicant to coordinate grant activities. Describe the project manager’s experience coordinating similar grants in the space below.

Attach:

- Resumes
- Endorsements
- References

Previous CIWMB Grant Awards

CHECK ONE BOX

- ☐ Using the table on the following page, list all CIWMB grants received in the past three fiscal years (2000/2001, 2001/2002, 2002/2003).

OR

- ☐ This agency has not received grants from CIWMB in the last three fiscal years (2000/2001, 2001/2002, 2002/2003).

SUMMARY OF CURRENT AND PREVIOUS CIWMB GRANT AWARDS

For Fiscal Years 2000/2001, 2001/2002, 2002/2003 only

Type of Grant	Grant Agreement Number	Grant Award \$	Brief Program Description (1-2 Sentences)	Audit (date/agency)

GENERAL CRITERIA
RECYCLED-CONTENT PURCHASING POLICY OR DIRECTIVE
(Criterion #7 - 15 points)

Definition of recycled-content purchasing policy or directive: Either 1) a policy which specifies purchasing recycled-content products instead of non-recycled products whenever price, quality, and availability are comparable or 2) a directive or memo instructing recycled-content purchasing practices. Examples include: a re-refined oil purchasing policy or a more general "recycled-content" procurement policy. See Appendix A – Sample Procurement Policies.

(4 pts.)

Does your organization have a recycled-content purchasing policy or directive? Yes ☐ No ☐

Date policy or directive was adopted: _____ (The policy or directive may be adopted during the application process.)

(2 pts.)

Briefly describe your recycled-content purchasing policy or directive (do not attach your policy/directive):

(5 pts.)

Check the boxes that correspond with the types of recycled or re-used products you have purchased or used.

- | | | |
|--|---|---|
| <input type="checkbox"/> Office paper supplies | <input type="checkbox"/> Furnishings: benches, tables, chairs | <input type="checkbox"/> Shipping boxes |
| <input type="checkbox"/> Toner cartridges | <input type="checkbox"/> Leisure/play equipment | <input type="checkbox"/> Finishes: paint, wall coverings |
| <input type="checkbox"/> Construction/building materials | <input type="checkbox"/> Floor coverings | <input type="checkbox"/> Re-used concrete, asphalt, brick |
| <input type="checkbox"/> Re-treaded tires | <input type="checkbox"/> Compost/mulch | <input type="checkbox"/> Rubberized Asphalt Concrete |
| <input type="checkbox"/> Janitorial paper products | <input type="checkbox"/> Containers/storage systems | <input type="checkbox"/> Others, please list |
| <input type="checkbox"/> Re-refined oil | | |

Equipment/vehicles using re-refined oil: (mowers, trucks, vans etc.)

(2 pts.)

Evaluate your Recycled-Content Purchasing Policy or Directive

1. What areas need improvement?

(2 pts.)

2. What aspects have been successfully implemented?

If the applicant receives a grant award, as part of the final report they will be required to provide information on the amount of recycled-content products purchased such as paper, re-refined oil, paint, compost, etc. that are used in the performance of the contract (required as part of Public Contract Code Sections 10308.5 and 10354).

PROGRAM CRITERIA
RECYCLING AND SUSTAINABLE PRACTICES PROGRAM
(Criterion #8 - 5 Points)

Provide evidence that a recycling and a sustainable practices program has been developed and implemented by the public entity to recover materials from the waste stream. Provide evidence that the program mitigates or avoids adverse environmental effects.

(3 pts.)

Explain how the applicant handles easily recycled internal waste such as paper, bottles, and cans. Describe how the applicant integrates waste management and recycling practices into its special events and/or recreational programs at the project location. How does the applicant's recycling program lessen or avoid unfavorable environmental effects?

(2 pts.)

Evidence of performing sustainable practices (Sustainable practices are procedures that result in resource conservation and/or efficiency.) Check the boxes that correspond to the sustainable practices your agency participates in.

Grasscycling

Composting / Mulching

Sustainable Construction

Integrated Pest Management

Water-Efficient Landscaping

Green Operations/Maintenance

Energy Efficiency

Demolition / Debris Recycling

Renewable Energy

Other, describe:

Grant Applicant: _____

**PROGRAM CRITERIA
TIRE DISPOSITION
(Criterion # 9 - 15 points)**

Describe the ultimate end point of the collected tires in terms of the percentage of tires that will be reused/recycled, se for energy recovery, or disposed at a landfill. Please use the Tire Disposition calculations table provided below.

Example:					
Percentage of tires used for:					
Reuse/Recycling:	70%	x	15 points	=	10.5 points
Energy Recovery:	10%	x	7 points	=	.7 points
Use at Landfill:	20%	x	3 points	=	<u>.6 points</u>
Total points awarded				=	11.8 points

TIRE DISPOSITION CALCULATIONS TABLE

TIRE REUSE/DISPOSAL	PERCENT		POINTS		TOTAL
Reuse/Recycling	_____	X	15 pts.	=	_____
Energy recovery	_____	X	7 pts.	=	_____
Use at landfill (ADC, leachate collection, etc.)	_____	X	3 pts.	=	_____
Landfill disposal * (With justification; see below)	_____	X	2 pts.	=	_____
Landfill disposal (No justification)	_____	X	0 pts	=	_____
TOTAL POINTS CLAIMED (Check calculations!)					_____

* If there are no uses for tires other than disposal within a reasonable distance, provide justification:

Grant Applicant: _____

PROGRAM CRITERIA

COST PER TIRE

(Criterion # 10 - 5 points)

The estimated cost per tire in the disposal, recycling, processing, or conversion activities.

Using Amnesty Day Event grant funds, provide a calculation on the cost per tire. Amnesty Day costs include: disposal, recycling, processing, or conversion activities.

NOTE: If the applicant does not provide an accurate calculation, zero (0) points will be awarded for this criterion.

Include cost of collection, hauling, disposal, and/or tipping fees associated with the Amnesty Day events. Do not include cost of developing, producing, and distributing educational materials.

Amnesty Day cost / (divided by) number of tires = total cost per tire

Example is based on the sample Budget Itemization Form provided in the Appendices (only eligible grant monies can be used in the calculation). Funds for educational materials must not be used for these calculations. Only costs for the Amnesty Day Events must be used. (See Application Information and Instructions page 6 for description of eligible and ineligible costs.)

$$\frac{\$11,000.00}{\text{Amnesty Day cost}} \div \frac{5,000}{\text{number of tires}} = \frac{\$2.20}{\text{total cost per tire}}$$

PROGRAM CRITERIA

SPECIAL PRODUCTION COST

(Criterion # 11 – 5 points)

Costs for the production, including translation and outreach, of multi-lingual materials.

- ☐ 5 pts. Budget itemization includes production and distribution costs for multi-lingual outreach materials.
- ☐ 0 pt. Budget itemization does not include costs for multi-lingual outreach materials.

PROGRAM CRITERIA

ENVIRONMENTAL JUSTICE

(Criterion # 12 - 5 points)

Local government's plan to include projects in low income and/or underserved (see definition) communities. Provide justification if you are claiming five (5) points for this Criterion.

- ☐ 5 pts. The proposed application includes projects in low income and underserved communities.
- ☐ 0 pt. The proposed application does not include projects in low-income areas or underserved communities.

Justification for five (5) points:

**CONDITIONAL PROGRAM CRITERIA
PRIOR WASTE TIRE PUBLIC EDUCATION AND AMNESTY DAY GRANT
(Criterion # 13)**

In the event that there are more passing applicants than funding available, five (5) points will be awarded to the applicants who have not received a Waste Tire Public Education and Amnesty Day Grant in either of the last two grant cycles (FY 2001/2002 and/or 2002/2003).

CHECK ONE BOX

(0 pts.)

- ☐ This entity has been awarded a Local Government Public Education and Amnesty Day grant funded from the California Tire Recycling Management Fund offered by CIWMB during either of the last two grant cycles (FY 2001/2002, and/or 2002/2003).

OR

(5 pts.)

- ☐ This entity has not been awarded a Local Government Public Education and Amnesty Day grant funded from the California Tire Recycling Management Fund offered by CIWMB during either of the last two grant cycles (FY 2001/2002, and/or 2002/2003).

Grant Applicant: _____

☐ Please submit an approved resolution with your application or the following acknowledgement.

- ☐ Approved resolution enclosed in the application.
- ☐ We acknowledge that the approved resolution must be received by CIWMB **PRIOR** to the award of the grant agreement. Our governing body will consider this resolution on: _____ (Must be before October 31, 2003).

SAMPLE RESOLUTION

WHEREAS, Senate Bill 876 (Escutia, Statutes of 2000, Chapter 838) authorizes the California Integrated Waste Management Board to establish a grant program to provide opportunities to divert waste tires from landfill disposal, prevent illegal tire dumping, and to promote markets for recycled-content waste tire products; and

WHEREAS, the California Integrated Waste Management Board has been delegated the responsibility for the administration of the program within the State, setting up necessary procedures governing application by California cities, counties, city and county, special districts or political subdivisions thereof, and Federally recognized California Indian tribes; and

WHEREAS, said procedures established by the California Integrated Waste Management Board require the applicant to certify by resolution approval of the application before submission of said application to the State; and

WHEREAS, if awarded a grant, the applicant will enter into an agreement with the State of California for development of the project.

* NOW, THEREFORE, BE IT RESOLVED that the (Title of Governing Body) authorizes the submittal of an application to the California Integrated Waste Management Board for a FY 2003/2004 Local Government Waste Tire Education and Amnesty Day Grant Program. The (Title of Official) of the (Name of Jurisdiction) is hereby authorized and empowered to execute in the name of the (Name of Jurisdiction) all necessary applications, contracts, agreements, amendments and payment requests hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

The foregoing resolution was passed by the (Title of Governing Body) day of _____, _____. Effective _____, _____.

ATTEST:

Signed: _____ Date: _____
(Name and Title of Official Authorized to Sign Resolution)

* The wording in this paragraph is appropriate for a jurisdiction applying individually. See below for alternative wording for regional program resolutions.

Lead Applicant for a Joint Powers Authority agreement: NOW, THEREFORE, BE IT RESOLVED that the (Lead Applicant) authorizes the submittal of a regional application on behalf of _____, _____, _____, _____ and _____ to the California Integrated Waste Management Board for a Local Government Waste Tire Education and Amnesty Grant. The (Title of Official), or designee, is hereby authorized and empowered to execute in the name of the above named entities all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

Cooperative Project Participants: NOW, THEREFORE, BE IT RESOLVED that the (Title of Official) of (Name of Jurisdiction) authorizes the (Title of Lead Jurisdiction Official) of (Lead Jurisdiction) to submit to the California Integrated Waste Management Board a regional application for the Local Government Waste Tire Education and Amnesty Grant on its behalf. The (Title of Official) of (Lead Jurisdiction) is hereby authorized and empowered to execute all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

APPLICATION SUBMITTAL

Applicants must mail a completed and signed **original and three copies** of the application to the address below. Identify the original application with a mark or stamp indicating "original" and mark or stamp the copies, "copy." The original and three (3) copies must be typed in a font of no less than ten (10) point, printed on recycled-content paper, double-sided and fastened in the upper left-hand corner (do not bind the applications).

Applications submitted to CIWMB must be postmarked or exhibit a commercial carrier tracking number dated by **Friday, August 8, 2003**. Applications postmarked or exhibiting a commercial carrier tracking number dated after **Friday, August 8, 2003**, will not be accepted and will be returned to the applicant. **Hand delivered, faxed or E-mailed applications will not be accepted at any time.**

Other than the Resolution, missing or corrected information received after the deadline will be returned to the applicant and will not be considered. It is the applicant's responsibility to ensure that the application is submitted on time to CIWMB.

The following is the U. S. postal mailing address:

**California Integrated Waste Management Board
Local Government Waste Tire Public Education and Amnesty Day Grant
Financial Assistance Branch, Grants Administration Unit
ATTN: Phil Poon
P.O. Box 4025, MS 10
Sacramento, CA 95812-4025**

The following physical address is necessary for applications sent by commercial carrier:

**California Integrated Waste Management Board
Local Government Waste Tire Public Education and Amnesty Day Grant
Financial Assistance Branch, Grants Administration Unit
ATTN: Phil Poon
1001 "I" Street, 19th Floor, MS10
Sacramento, CA 95814**

